

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Chaplain	<u>Revision Date:</u> 7/01
		<u>EEO Code:</u> Protective Service
		<u>Status:</u> Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the broad supervision of a Police Captain or designee, provides training and counseling for police employees and citizens as needed.

III. Essential Duties

- Provide stress, family, grief and spiritual counseling for personnel.
- Provides stress awareness and management training for personnel.
- Participate in critical incident response team.
- Assist Police Department with death notifications.
- Recruit, train & coordinate the efforts of volunteer chaplaincy personnel.
- Provide training to Police personnel on various subjects.

IV. Marginal Duties

- Provide other services based on time and chaplaincy.
- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent; valid Utah Driver's License required.

Experience: One year of religious leadership experience which includes counseling with individuals who have experienced stress or grief because of various life circumstances.

Knowledge of: Police practices and terminologies; city policies and procedures; proper two-way radio procedures; rules of proper verbal and written communication; ethical and spiritual principles.

Responsibility for: Minimal responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for giving guidance that may affect the emotional well being of employees and citizens.

Communication Skills: Ability to communicate clearly and effectively both verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with the public presenting data that may influence important decisions; frequent contact with persons of high rank, requiring a well developed sense of strategy and timing; regular interaction with people in high stress situations, including victims of crime and/or families of deceased or severely injured persons.

Tool, Machine, Equipment Operation: Occasional use of a computer, copy machine, fax machine and two-way radio.

Analytical Ability: A great amount of discretion and independent judgement is required when dealing with individuals in complex and very stressful situations.

VI. Working Conditions

Great mental pressure and fatigue are present in this position due to exposure to stressful and emotionally charged situations; must be available for on-call responses 24-hours a day; work assignments are broad and performed with little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____
DATE: _____